



Down Syndrome Association of Northeast Ohio

Position Description

Position Title:	New Parent Support Coordinator
Normal Working Hours:	Part-time; approximately 15 hours per week
Immediate Supervisor:	Director of Family Support & Adult Engagement

DUTIES

1. Manage emails & phone calls that come into the office from expectant parents, new parents and anyone moving to the area, focus is on ages 0-5 years old.
2. Secure member information such as addresses, phone numbers, names, dates of birth, siblings, etc. and add to database and email distribution list
3. Send list of new parents to Director of Family Support and update staff activity report monthly
4. Conduct home visits and/or zoom calls with expectant and new parents as needed and distribute New and Expectant Parent resource material packets
5. Refer expectant and new parents to Early Connections parent mentor if requested
6. Maintain inventory of materials for New and Expectant Parent packets
7. Plan and execute annual New Parent Brunch
8. Manage the monthly baby and toddler groups
9. Manage the Mom's nights and Dad's nights monthly
10. Manage and train new parent mentors as needed
11. Manage the parent to parent private Facebook groups, set up events on Facebook as needed
12. Participate on ad hoc committees as assigned by Executive Director and/or Board of Directors
13. Prepare and execute presentations at various meetings as needed
14. Other duties as assigned by the Executive Director

QUALIFICATIONS

- Minimum of a bachelor's degree in social work or psychology is preferred but will consider related fields and experience
- Must be flexible and available to meet with expectant and new parents in the evenings and weekends if necessary
- Effective communication skills, including active listening skills
- Fluency in Spanish helpful but not required
- Professionally and appropriately represent DSANEO at events or other public relations opportunities
- Evidence of confidence, dependability, and enthusiasm

To be considered for this position, please forward resume and cover letter to:

Laurie Kowalski via email at lauriek@dsaneo.org OR by mail to:
Down Syndrome Association of Northeast Ohio
Attn.: Laurie Kowalski
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Independence, OH 44131